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THE PROGRAM FOR HEALTH SERVICES IN THE CONNECTICUT VOCATIONAL-TECHNICAL SCHOOLS.

CONNECTICUT STATE DEPT. OF EDUCATION, HARTFORD
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DESCRIPTORS- ADMINISTRATOR GUIDES, *VOCATIONAL SCHOOLS, *HEALTH SERVICES, *PROGRAM ADMINISTRATION, SCHOOL NURSES,

THE STANDARDS DESIRED FOR HEALTH SERVICES IN THE CONNECTICUT VOCATIONAL-TECHNICAL SCHOOLS ARE PRESENTED. THE DIRECTOR IS RESPONSIBLE FOR THE HEALTH SERVICES OF HIS SCHOOL. HE WILL ARRANGE FOR THE SCHOOL MEDICAL ADVISOR'S SERVICES, EMPLOY THE SCHOOL NURSE, AND MAKE BUDGET PROVISIONS FOR THE PERSONAL SERVICES AND THE NECESSARY EQUIPMENT AND SUPPLIES FOR THE EFFICIENT OPERATION OF THE SERVICE. CONTENTS INCLUDE--(1) AIMS AND OBJECTIVES OF THE HEALTH SERVICE PROGRAM, (2) SCHOOL ORGANIZATION FOR HEALTH SERVICES WHICH INCLUDES DUTIES OF THE DIRECTOR AND MEDICAL ADVISOR, QUALIFICATIONS AND DUTIES OF THE SCHOOL NURSE, PLANS FOR EMERGENCIES, FACILITIES, SCHOOL HEALTH AND SAFETY COUNCIL, AND ANNUAL REPORTS, (3) THE HEALTH APPRAISAL WHICH INCLUDES STUDENT AND STAFF EXAMINATIONS, CORRECTION OF DEFECTS, REPORTING MAJOR ACCIDENTS, AND CUMULATIVE HEALTH RECORDS, AND (4) GENERAL POLICIES TO BE FOLLOWED IN CARRYING OUT THE HEALTH SERVICES PROGRAMS. A SAMPLE SANITARY INSPECTION FORM AND ANNUAL REPORT FORM ARE INCLUDED. (PS)

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U.S. DEPARTMENT OF HEALTH, EDUCATION & WELFARE
OFFICE OF EDUCATION

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THE PROGRAM FOR HEALTH SERVICES

IN THE

CONNECTICUT VOCATIONAL-TECHNICAL SCHOOLS,

BUREAU OF VOCATIONAL-TECHNICAL SCHOOLS
STATE DEPARTMENT OF EDUCATION
HARTFORD, CONNECTICUT

VT 01629

REVISED MARCH 1964

- Foreword -

This 1964 revision of Bulletin 22 provides the standards desired for Health Services in the Connecticut Vocational -Technical Schools.

The adequate facilities now available in the new school buildings, the the school medical advisor and the school nurse positions now approved for each school make it possible for all of our schools to comply with these standards.

The curriculum change in 1963 which integrated health instruction within the physical education course and to some extent into science and social studies courses has made it necessary to separate health instruction from this Health Service Bulletin. Health instruction units will be included in the outlines for physical education, science and social studies.

Appreciation is expressed to the school nurses who have assisted in the development of this program and particularly to Warren Kaynor Technical School for the list of duties of the school nurse and to E.C. Goodwin Technical School for the pattern for the annual report form.

Laurence W. Eddy
Chief
Bureau of Vocational-Technical Schools

Hartford, Connecticut
March 1964

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Administrative Policies and Procedures for the Health Service Program in Connecticut Vocational-Technical Schools

1. The Health Service Program

A. Health Aims and Objectives

The State Board of Education, in recognition of the state's responsibility for the health of pupils in the state vocational-technical schools, has outlined the following general purposes to be served by a health program:

1. Protection - both to the state's investment in the pupil, and to the pupil while in training.
2. Guidance - in discovering health needs and capacities of the pupil as related to the demands of the occupation or trade, and planning ways to meet these needs and demands.
3. Education - in order that the pupil may develop those health practices - physical, mental, social - essential to keeping himself physically fit both during his training period and following his school experience into adult life.

B. The specific objectives of the health service program are:

1. To provide the medical examination of all first year students which is required by the State Board of Education for all those entering the vocational-technical schools to make sure they are physically able to do the required shop and class work.

2. To provide an examination for all senior class students prior to entrance into the jobs for which they have been trained.

3. To recommend corrective action whenever it is indicated and to follow up all such cases.

4. To provide first aid treatment for accidents and to see that serious cases are referred for appropriate attention.

5. To provide care for students who are ill while at school and those who return to school after illness.

6. To inculcate good health habits and provide such indirect and informal health education as is feasible.

It should be understood that instruction in Health and Physical Education through formal classes is the responsibility of the Physical Education department.

II The School Organization for Health Services.

A. The V.T. School Director is responsible for the Health Services of his school. He will arrange for the school medical advisor's services, employ the school nurse and make budget provisions for the personal services, and the necessary equipment and supplies for the efficient operation of the service.

B. The School medical advisor is to be be a Connecticut licensed M.D. His duties include the following:

1. Provide physical examinations for all new students and for all those in their final year.

2. Provide physical examinations for new employees and annual examinations for all staff members who request them.

3. Provide the professional services for, and the general supervision of the school health program and activities of the school nurse.

4. Monthly inspections of the kitchen, dining room, shower rooms and other areas concerned with health and cleanliness.

5. Provide physical examinations for members of the Varsity and Junior-Varsity teams.

C. The medical advisor is employed by contract on an annual fee basis. The fee is determined by the number of students in the school and the amount of time the physician spends at the school as a ratio of the minimum salary for an institutional physician. The present salary base is $7500. The ratio to be used is shown below:

Number of Students	Fraction of Full-time Salary
1-250	.10
251-350	.15
351-450	.20
451-550	.25
551-650	.30
651-750	.35
751-999	.40
1000 and over	.45

D. The School Nurse

Is to be a Registered Nurse with a minimum of two years experience. She will be employed on a salary basis for the 10-month school year. A full-time or part-time position will be used, depending upon the nursing services needed and the size of the school population. Her duties are listed below with no attempt made to indicate those of major or minor importance.

At the present time, this position is that of Charge Nurse, a classified position in state service. It is hoped that a more suitable job description can be set up for the school nurse as she is expected to provide leadership and guidance in the development and maintenance of a total school health program.

E. Functions and Duties of School Nurse in Vocational-Technical Schools

The school nurse is responsible for the leadership and guidance in the development and maintenance of a total school health program.

1. Contributes to accident prevention program.
2. Assists physician with physical examination 1st. and 4th. years; also any new students and sports physicals.
3. Sends out letters to parents concerning physical defects and follow up.
4. Refers students to physician, dentists, and clinics.
5. Administers First-Aid. Recognizes contagious diseases and takes necessary action.

    a. Maintains first-aid boxes throughout the shops and in school vehicles.

6. Tests

    a. Administers tuberculin - all new students and school personnel who wish it.
    Follow up chest x-ray of positive reactions
    b. Urinalysis - diabetes detection, albumin and specific gravity (all new students, any school personnel, seniors, and when needed.)
    c. Vision - all new students, seniors, and when needed.
    d. Color blindness - freshman and other new students
    e. Height and weight - all new students, seniors, and when needed.
    f. Hearing Tests

7. Assists with Immunizations

    a. polio vaccine - entire school
    b. flu shots - school personnel

8. Performs clerical work:

    a. Maintains accurate health records on each student
    b. Processes insurance forms
    c. Orders supplies
    d. Processes accident reports
    e. Prepares monthly and yearly reports

9. Works with local agencies, professional organization and Boards of Health

10. Provides counseling and indirect teaching

11. Uses and disseminates current data - on health & safety

12. Serves as member of safety committee concerned with:

    a. fire hazards
    b. civil defense
    c. safety glasses
    d. hazards in or about the school, good housekeeping

13. Helps maintain health standards

    a. inspection of kitchen, cafeteria, and personnel in these services
    b. inspection of lavatories and showers

F. The School Organization must also include a plan to handle emergencies that occur in the absence of the school nurse. This plan should be worked out with the cooperation of the Medical Advisor and the school nurse. It should include assignments of individuals, instructions for them and should cover situations arising from jobs such as construction away from the school. There is to be a plan for the evening school supervisor so that he will understand the proper procedure for emergencies occurring during evening school hours.

G. A School Health and Safety Council or Committee should be formed to coordinate the school health program, decide on local plans and policies, (i.e. The Emergency Care Plan), develop the program of instruction and participate in an annual Sanitation and Safety Survey of the school. Representatives on such a council should include:

School Medical Advisor, nurse, health and physical education instructors or instructors concerned with health instruction, custodian and student representative. The Director or Assistant is an ex-officio member.

H. Facilities have been provided in all the V.T. Schools for Health Services. These include private examination room, dressing booths, rest rooms, toilet and washing facilities, First-Aid clinic, and private conference room. Facilities for dental examinations have not been provided.

I. Annual report of health services rendered is to be submitted to the Director and copies sent to the Bureau Chief and the State Supervisor of Health and Physical Education. Minimum records recommended include:

1. No. of examinations completed
2. No. of types of defects found
3. No. of corrections
4. No. of First Aid cases served
5. No. of home visitations
6. No. of individual health counseling interviews
7. Total registration of boys and girls for the year.
8. Any additional data which would help to give a complete picture of services rendered in this area.

III <u>The Health Appraisal</u>

A. Regular Examinations for Students

1. A thorough medical examination by the school medical advisor or a private physician is required of all pupils on entrance and completion of training in order to comply with the legal requirement of a health examination at least once every three years during the school life. The State Board of Education also requires that entrance to state vocational-technical schools be contingent upon the findings of the medical examination. In addition, students should be encouraged to have an annual

examination by the family physician in the intervening years.

2. The school medical advisor is expected to make a thorough appraisal of the health status of the student and at the same time to make it an educational experience by having it contribute to the pupil's understanding of health.

3. The school medical advisor is expected to make definite notations of abnormal health conditions on the individual's training and recommendations as to corrective measures to be undertaken.

4. Included in the health appraisal should be the following special tests, performed if possible by the school nurse. (A uniform Entrance Form is recommended which will include permission for specific tests where skin must be punctured, i.e. vaccination, blood test, tuberculin test etc.)

   a. Hearing test: Each school should include in the equipment the Pure-tone Audiometer and one staff member should be trained to give the sweep-check test.
   b. Eye test: The Massachusetts Eye Test is recommended, Jaeger Test for near-sighted, Isoplatic Test for color blindness.
   c. Urinalysis: Can be performed by nurse or trained staff members.
   d. Serological Tests: Sample taken by physician and sent to state laboratories, i.e.: SY and Anemia tests.
   e. Tuberculosis Test: The Mantoux Test is recommended for both students and staff.
   f. Vaccination and Polio immunization as required by State Board action for entrance to school except for students who refuse on religious grounds and so state in writing.

B. Supplementary Examinations should be available for students:

   1. Referred by instructors or nurse
   2. After prolonged absences because of illness
   3. Before participation in varsity athletics.

C. Staff Examinations. Provisions are made in the contract with the School Medical Advisor for annual examinations of staff members and these are to be encouraged.

   1. All candidates for employment, regardless of position, must have completed a successful physical examination, rendered either by the School Medical Advisor or the individual's personal physician.

D. Procedures for follow-up of corrections of all remediable defects should be established, including:

   1. Notification to parents and student in writing
   2. Individual health counseling conferences
   3. Notification of Director and instructors
   4. Follow-up on all defects by phone contacts and home visitation when necessary.

E. Written Plan or Standing Orders from Medical Advisor for emergency care should be developed and placed in the hands of all school personnel involved. These should include instructions for referral of major accident cases to hospital, family doctor, parents, etc.

F. All major accidents are to be reported within 48 hours to the Bureau Chief.(through the school directors)

G. Cumulative Health Records should be obtained from former schools and kept with the student's health record for the duration of his training at which time they should be included in the total personnel record file of the student and be sent to employer if requested. (This might be part of a standardized form request for all student records.)

IV - General Policies

The following policies will be followed in carrying out the Health Services Program.

1. The School Nurse must adhere to the Standing Orders of the School Medical Advisor.

2. The school is responsible for first aid only i.e., that immediate care be given a pupil whose sickness or injury occurs on the school premises during school hours or in school-sponsored and supervised activities. Staff members must be designated to care for emergencies when the school nurse or medical advisor is not on the premises. Such staff members should be trained in first aid.

3. Parents should be notified of a pupil's injury or illness which requires immediate exclusion from school. If the parents cannot be contacted and immediate medical or dental care is indicated, the family physician or dentist should be consulted. The name of each pupil's private physician and dentist should be recorded on the cumulative health record.

4. It is the responsibility of the parent to provide transportation for ill or injured pupils. If the parents are not available, provisions are to be made by the school for transporting the pupil to his home with a responsible adult. Under no circumstances is an ill or injured pupil to be left at home unattended.

5. Counseling relative to health problems, medical and dental, is available to parents through the school health service.

6. The decision of the school medical advisor that a pupil is to be excused from physical education cannot be over-ruled by a parent.

7. After absence from school because of serious or contagious illness a written permit from the school nurse must be presented before the student returns to class. The procedures for dealing with students absent from school because of illness should be agreed upon by the Health Council. Recommended is a form letter to the family physician asking for: Specific diagnosis, physical activities permitted and date of duration of excuse.

CONNECTICUT STATE DEPARTMENT OF EDUCATION VT 43
Division of Vocational Education
Hartford

Health Services Program
Sanitary Inspection

School _____ Date _____

Area Inspected _____

ITEMS INSPECTED	Check Here	COMMENTS
Floors		
Walls and Ceilings		
Ventilation and Windows		
Lavatory Facilities		
Utensils		
Storage		
Waste Disposals and Sinks		
Refrigeration Facilities		
Wholesomeness of Food		
Cleanliness of Employees		
Lockers		
Disease Control		
Miscellaneous		

Medical Advisor _____

School Nurse _____

School Director _____

CONNECTICUT STATE DEPARTMENT OF EDUCATION
Division of Vocational Education
Hartford

VT 44

HEALTH SERVICES PROGRAM

STUDENT HEALTH ANNUAL REPORT — September 19__ to June 19__ — Enrollment Girls_____ Boys _____

	Sept.	Oct.	Nov.	Dec.	Jan.	Feb.	March	April	May	June	TOTALS
PHYSICAL EXAMINATIONS											
Initial											
Repeat (re-examined)											
Athletic											
Senior											
EYE TESTS (completed)											
HEARING TESTS (completed)											
MAJOR DEFECTS FOUND:											
Dental											
Diabetes											
Eyes											
Color Blindness											
Feet											
Hearing											
Heart and Lungs											
Hypertension											
Neurological											
Obesity											
Posture											
Tonsils											
HOME CONTACTS											
By phone											
By letter											
By visit											
REFERRALS											
To other agencies for care											

STUDENT HEALTH ANNUAL REPORT (Cont'd)

	Sept.	Oct.	Nov.	Dec.	Jan.	Feb.	March	April	May	June	TOTALS
TOTAL INJURIES REPORTED Accidental injuries - Major											
Accidental injuries - Minor											
TOTAL ILLNESSES REPORTED Major											
Minor											
IMMUNIZATIONS: Sabin Oral Vaccine											
Influenza Vaccine											

_____ Director

_____ Date

_____ Medical Advisor

_____ School Nurse